

CITY LEGAL OFFICE
Internal Services

1. Legal Opinion or Legal Assistance in Drafting Ordinances, Contracts, Bonds, Leases, or other instruments

The City Legal Officer shall render his opinion in writing on any question of law, when requesting to do so by the City Mayor or the Sangguniang Panlungsod.

He may also, when required by the City Mayor or the Sangguniang Panlungsod, to draft ordinances, contracts, bonds, leases and other instruments, involving any interest of the City Government and provide comments and recommendations on any instrument already drawn.

Office or Division:		City Legal Office		
Classification:		Highly Technical		
Type of Transaction:		G2G – Government to Government.		
Who may avail:		City Mayor or the Sangguniang Panlungsod (R.A. 7160, Sec. 481) or any City Department head (C.A. 547, Sec. 24 (d)).		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written request for Legal Opinion or draft Ordinance, Bonds Contracts, Leases and other instruments. <ul style="list-style-type: none"> - Addressed to the City Attorney. - Clearly indicating the question of Law upon which the facts are based. - Factual Circumstances of the Question of Law. - Supporting Documents. 			The Office requesting the Written Opinion.	
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request	1. Receive application form.	None	5 Minutes	Receiving Clerk
2. Refer the Request to the City Attorney for proper disposition.	2. A. Interviews the client to determine the legal inquiry.	None	30 Minutes	City Legal Department
	2. B. The City Attorney assigns to the concerned legal officer/Attorney for preparation of the required documents.		10 Minutes	City Legal Department

	2. C. Preparation of the Legal Opinion. 2. D. Review of the draft Legal Opinion.		60 Minutes 3, 7, or 20 Days	Legal Officer or Attorney
3. Acceptance of the Written Legal Opinion.	3. A. Approval of the written Legal Opinion. 3. B. Release of the written Legal Opinion.	None	10 Minutes 5 Minutes	City Legal Department Releasing Clerk
TOTAL:		None	2 Hours and 30 Minutes	

2. Legal Representation (Civil Cases and Special Proceedings)

The City Legal Officer shall represent the City Government of Cavite in all civil actions. And in special proceedings where the City or any Official, in his or her official capacity, is a party.

Office or Division:	City Legal Office
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	City Government of Cavite, the City Mayor, the City Vice Mayor or the Sangguniang Panlungsod, or any city government official, in their official capacity (R.A. 7160, Sec. 481).
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Legal Representation. -Addressed to the City Attorney. -Requesting legal representation. -Supporting Documents.	The Office requesting the Legal Representation.

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request.	1. Receive application form.	None	5 Minutes	Releasing Clerk
2. Refer the Request to the City Attorney for appropriate disposition.	2. A. Interviews the client to determine the legal requirements.	None	30 Minutes	City Legal Office
	2. B. The city Attorney assigns to the concerned legal officer/Attorney for preparation to the required documents and appearance in Court or agency.		10 Minutes	Legal Officer or Attorney
3. Preparation of the Entry of Appearance.	3. A. The entry of appearance is prepared.	None	10 Minutes	Legal Officer or Attorney
	3. B. Approval and signing of the entry of appearance.		5 Minutes	City Office Legal
	3. C. Filling of the entry of appearance in the Court or agency.		15 Minutes	Releasing Clerk
TOTAL:		None	1 hour and 15 Minutes	

3. Complaint Center for City/Barangay Officials or Employees

The City Legal Officer shall investigate or cause to investigate any local official or for administrative neglect or misconduct in office, and appropriate action to the City Mayor or Sangguniang Panlungsod, as the case may be.

Office or Division:	City Legal Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizens G2B - Government to Business G2G - Government to Government			
Who may avail:	<i>Motu propio</i> or Any person against any employee or official of the City or Barangay Governments (R.A. 7160, Sec. 481).			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request for Investigation. - Addressed to the City Attorney. - Sworn Statement or Judicial Affidavit. - Supporting Documents.			The Office requesting the Legal Representation.	
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request.	1. Receive application form.	None	5 Minutes	Releasing Clerk
2. Refer the Request to the City Attorney for appropriate disposition.	2. A. Interviews the client to determine the legal requirements.	None	30 Minutes	City Legal Office
	2. B. The City Attorney assigns to the concerned legal		10 Minutes	Legal Officer or Attorney

	officer/Attorney for Investigation.			
3. The person complaining is requested to appear before the hearing of administrative investigation.	3. A. The Legal Officer in charge shall request the submission of sworn answers or counter affidavits with supporting documents.	None	30 Minutes	Legal Officer or Attorney
	3. B. The Legal Officer in Charge shall prepare the draft Decision.		2 hours	Legal Officer in Charge
	3. C. Review of the Decision.		2 hours	Legal Officer in Charge
	3. D. Approval of the Decision.		1 hour	City Legal Officer
	3. E. Releasing the Decision.		5 Minutes	Releasing Clerk
TOTAL:		None	6 Hours and 20 Minutes	

4. Human Rights Assistance

The City Legal Officer shall be in the frontline of protecting human rights and prosecuting any violations thereof, particularly those which occur during and in the aftermath of man-made or natural disasters or calamities.

Office or Division:	City Legal Office
Classification:	Complex
Type of Transaction:	G2C – Government to citizens

Who may avail:		Anyone (R.A. 7160, Sec. 481).		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request for Legal Representative. <ul style="list-style-type: none"> - Addressed to the City Attorney. - Requesting Legal Representation. - Supporting Documents. 			The Office requesting the Legal Representation.	
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request.	1. Receive application form.	None	5 Minutes	Receiving Clerk
2. Refer the Request to the City Attorney for appropriate disposition.	2. A. Interviews the client to determine the legal requirements.	None	30 Minutes	City Legal Office
	2. B. The city Attorney assigns to the concerned legal officer/Attorney for preparation to the required documents and appearance in Court or agency.		10 Minutes	Legal Officer or Attorney
3. The person complaining is requested to appear before the hearing of administrative investigation.	3. A. The Legal Officer in charge shall request the submission of sworn answers or counter affidavits with supporting documents.	None	30 Minutes	Legal Officer in Charge

	3. B. The Legal Officer in charge shall prepare the draft Investigation Report and Complaint, if applicable.		2 hours	Legal Officer in Charge
	3. C. Review of the Investigation Report.		2 hours	City Legal Officer
	3. D. Approval of the Investigation Report.		1 hour	City Legal Office
	3. E. Releasing the Investigation Report.		5 Minutes	Releasing Clerk
TOTAL:		None	6 hours and 20 minutes	

5. Legal Advice and Assistance

The City Legal Office shall provide legal advice and assistance to indigent citizens of the City upon referral by the City Mayor.

Office or Division:	City Legal Office
Classification:	Complex
Type of transaction:	G2C – Government to Citizens
Who may avail:	Indigent Citizens (R.A. 7160, Sec. 481).
<div> <div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div> </div>	

Request for Legal Representative. <ul style="list-style-type: none"> - Addressed to the City Attorney. - Requesting Legal Representation. - Supporting Documents. 			Office of the City Mayor	
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request.	1. Receive application form.	None	5 Minutes	Receiving Clerk
2. Refer the Request to the City Attorney for appropriate disposition.	2. A. Interviews the client to determine the legal requirements.	None	30 Minutes	City Legal Office
	2. B. The city Attorney assigns to the concerned legal officer/Attorney for preparation to the required documents or provide legal advice on the matter.		30 Minutes	Legal Officer or Attorney
3. The person complaining is requested to appear before the hearing of administrative investigation.	3. A. The Legal Officer in charge shall request the submission of sworn answers or counter affidavits with supporting documents.		30 Minutes	Legal Officer or Attorney

	3. B. The Legal Officer in charge shall prepare the draft Investigation Report and Complaint, if applicable.	None	2 Hours	Legal Officer in Charge
	3. C. Review of the Investigation Report.		2 Hours	City Legal Officer
	3. D. Approval of the Investigation Report.		1 Hour	City Legal Office
	3. E. Releasing the Investigation Report		5 Minutes	Releasing Clerk
TOTAL:		None	6 Hours and 40 Minutes)	